2021 Volunteer Center Grant
Notice of Funding Availability and
Application Instructions

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Applications Due Tuesday, September 8, 2020 @ 3:00 p.m. CDT

Volunteer Tennessee received its 2020 allocation for its Commission Support Grant funding from the Corporation for National & Community Service; however, because the funds were made available late in 2020, Volunteer Center Grant activities will take place in 2021.

Commission Support Grant funds are to support the operations of state commissions in implementing their duties as required by the National and Community Service Act of 1990, as amended and the Edward M. Kennedy Serve America Act. Primary duties of state commissions include implementation of the state service plan, recruitment of volunteers for national and community service, and the development of projects, training and technical assistance for national and community service. Volunteer Tennessee seeks applications from Volunteer Centers to carry out these responsibilities in local communities in Tennessee.

Award amounts. Applicants may apply for a minimum of **$5,000** and a maximum of **$40,000**. Typical awards are between $5,000 and $10,000. A **50% match (non-federal)** – cash or in-kind – of the total budget is required for Volunteer Center funding. For example, an applicant requesting $5,000 in federal funds through this application must document at least $5,000 in matching funds, which is 50% of the program total cost of $10,000. Any unobligated funds may be made available to applicants for supplemental funding.

Project period. The project period is one year: January 1 to December 31, 2021. Continuation funding for subsequent years is not guaranteed and is dependent upon availability of funding and satisfactory performance.

Eligible applicants. A Volunteer Center is an agency that connects people who want to volunteer to other non-profit organizations that need volunteers. An agency that recruits volunteers exclusively, or primarily, for its own projects is not considered a Volunteer Center. To be eligible to apply for this grant, the applicant must be registered with the Points of Light Institute/HandsOn Network, an official United Way volunteer center, or a non-profit organization that can clearly demonstrate that it performs the functions of a Volunteer Center at the city, county, or multi-county level by connecting volunteers to volunteer opportunities at other organizations. Applicants must be registered within the State of Tennessee.

Application and technical assistance webinar. Volunteer Tennessee will offer a webinar to introduce potential applicants to Volunteer Tennessee and to go into detail about the Notice on **Friday, August 21 at 10:00 a.m. CDT**. Please email Volunteer.Tennessee@tn.gov to register for the webinar. Please visit our website www.volunteertennessee.net to access a recording following the webinar. Volunteer Tennessee strongly encourages new and re-competing applicants to attend the webinar.

Proposal Submissions. Specific programmatic requirements are detailed in the instructions below. **Proposals must include the following components**:
  I. Title Page
  II. Program Narrative
  III. Budget Form with Detail
  IV. Performance Measure Worksheet
  V. Signed Certifications and Assurances Form
  VI. Completed Financial Management Survey
  VII. Most Recent Audit

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Submissions will be accepted by **email only**. Please submit each component as a separate PDF, MS Word, or MS Excel document. If files are too large to send in one email, you may send multiple emails or an email with an appropriate link to download larger files. Facsimiles will not be accepted or reviewed. Type and single-space the submission package in not less than 12-point font size with one-inch margins. **You must follow the page limits specified below.** Please do not submit appendices or other documents not specifically requested, as they will not be accepted. Volunteer Tennessee will not review any submission that does not comply with all of the above requirements except under extenuating circumstances as determined by Volunteer Tennessee.

Submissions are due to **Volunteer.Tennessee@tn.gov** no later than **Tuesday, September 8, 2020 by 3:00 p.m. CDT.** Applicants should receive a confirmation email within 3 business days of submission. If you do not receive confirmation after 3 business days, please email Volunteer.Tennessee@tn.gov to inquire about receipt of your application. See page 9 for a complete funding process timeline.

PROPOSAL INSTRUCTIONS
I.   Title Page Instructions (attachment 2)
1. Application Type: Check one box to indicate the type of legal applicant. If none of the boxes apply, please type in a description of the legal applicant in the space marked "Other."
2. Legal Applicant Information: Supply all requested information. Notification of grant awards will be sent to the email address listed here.
3. Program Information: Supply all requested information. If the legal applicant is also the organization that will operate the program, supply only the program name, the name of the program director (if known) and the director's phone number. If no one has been selected to direct the program, enter the name of the person who can be contacted to discuss the programmatic aspects of the program.
4. Budget: Include the federal dollar amount requested, the agency-pledged match amount and the total program cost for 2021. These amounts must be the same as the amounts in the completed Budget Form attachment 3. Non-federal agency match of 50% (cash or in-kind) is required.
5. Grant Period: Anticipated funding availability is January 1 to December 31, 2021. Program activities may not take place prior to January 1, 2021.
6. Counties to be served: Indicate all counties that will be served by the program activities using the requested funds.
7. Certification: Enter the name and title of the official **who has the legal authority to commit the organization to accept federal funding and to execute the proposed project** (i.e. contract signatory). This should be the same person who signs the Assurances and Certifications (attachment 5). **Please note:** Because the proposal will be emailed, you should scan and email the signed Title Page.

II. Program Narrative [Maximum 10 pages – single spaced] – see pages 6-7 below for funding criteria for the program narrative. **Applications must address ALL of the points in A-C below.**

A. Program Design (60%)
1) Compelling Community Need(s).
- Describe the compelling community need(s) that you will address within the target community. Volunteerism is a means of meeting a community need (e.g. hunger, homelessness, etc.), so **do not** describe the absence of a volunteer center or the absence of

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volunteer recruitment and training as your community need. Provide citations that document the stated need.

- Explain why you selected this need as your focus.
- **If your program will operate at multiple sites**, describe the need in each community you propose to serve.

2) Description of Activities
  a) After selecting one or more priority areas below, describe your proposed activities for each priority and how these activities will meet the community need. **Applications must address at least one priority area below:**

  i. **First Lady Maria Lee's Tennessee Kids Serve Summer Challenge:** Volunteer Tennessee will fund Volunteer Centers that recruit, enroll, and support rising K-6 students in First Lady Maria Lee's Tennessee Kids Serve Summer Challenge (https://www.tn.gov/firstlady/tennessee-serves/tennessee-kids-serve-summer-challenge.html) for the summer of 2021. See "IV. Performance Measure Worksheet" below and Appendix 3, pages 6-7, for performance measure options for this priority.

  ii. **K-3 reading success and/or college readiness programs:** Volunteer Tennessee will fund Volunteer Centers that directly recruit, train, and support volunteers in order to increase K-3 reading success and/or post-secondary preparation and enrollment, particularly through virtual, remote, or other safe volunteer practices that follow local reopening guidelines. Volunteer Tennessee will also fund Volunteer Centers that provide capacity building activities to other organizations in order to increase those organizations' ability to provide K-3 reading success and/or post-secondary preparation and enrollment activities. Volunteer Centers should consider partnering with local AmeriCorps programs to use volunteer recruitment, training and placement as a means to address K-3 reading success and/or college readiness. See Appendix 2 for AmeriCorps program listings. See "IV. Performance Measure Worksheet" below and Appendix 3, pages 6-8 and 13-14, for performance measure options for this priority.

  iii. **COVID-19/Disaster Response:** Volunteer Tennessee will fund Volunteer Centers that directly recruit, train, and support volunteers to respond to the COVID-19 pandemic or other disasters, particularly through virtual, remote, or other safe volunteer practices that follow local reopening guidelines. Volunteer Tennessee will also fund Volunteer Centers that provide capacity building activities to other organizations in order to increase those organizations' ability to provide COVID-19/disaster response activities. Volunteer Centers should consider partnering with local AmeriCorps programs to use volunteer recruitment, training and placement as a means to address COVID-19/disaster response. See Appendix 2 for AmeriCorps program listings. See "IV. Performance Measure Worksheet" below and Appendix 3, pages 6-8 and 9-10, for performance measure options for this priority.

  iv. **Education and Economic Opportunity in Distressed Counties:** Volunteer Tennessee will fund Volunteer Centers that propose volunteer initiatives that align with Governor Lee's priority to provide services to rural communities, specifically in the areas of Education and Economic Opportunity. To receive priority consideration, applicants must propose to serve in one or more of Tennessee's 11 distressed counties or 26 at-risk counties identified here https://www.tn.gov/transparenttn/open-ecd/openecd/tnecd-performance-metrics/openecd-long-term-objectives-quick-

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stats/distressed-counties.html, particularly through virtual, remote, or other safe volunteer practices that follow local reopening guidelines. Volunteer Centers should consider partnering with local AmeriCorps programs to use volunteer recruitment, training and placement as a means to address Education and Economic Opportunity in Distressed Counties. See Appendix 2 for AmeriCorps program listings. See "IV. Performance Measure Worksheet" below and Appendix 3, pages 6-8, 11-12 and 13-14, for performance measure options for this priority.

b) Describe how the activities will strategically advance national and community service in Tennessee.

c) Describe how your agency can provide or secure effective technical assistance to implement the proposed activities.

3) Measurable Outputs and Outcomes

Successful applicants must address at least one of the program priority areas above and must include at least one aligned performance measure (output paired with outcome) that corresponds to the proposed priority. Refer to attachment 4 for the Performance Measure Worksheet and Appendix 3 for suggested performance measure options.

- Based on your selected priority area(s), briefly describe the measurable outputs and outcomes that will achieve your priority area(s). The narrative should include a clear commitment to support the First Lady's Tennessee Kids Serve Summer Challenge; K-3 reading success and/or college readiness; COVID-19/Disaster Response; and/or Education and Economic Opportunity in Distressed Counties through the selected performance measures.
- Describe the systems and tools that you will use to track outputs and outcomes.

B. Organizational Capacity

Strong administrative and financial systems are needed to provide the detailed documentation required for federal grant accounting. Some smaller agencies find that new internal control systems, including more detailed staff timekeeping, are needed to meet stringent accountability requirements. New grant recipients may be required to attend financial management training. **Grant recipients will participate in at least one statewide grantee meeting hosted by Volunteer Tennessee.**

In this section of the grant application, please describe how your agency will address each "Organizational Capacity" criteria on page 7 below.

C. Budget/Cost Effectiveness

Briefly discuss how the proposed budget will address each "Budget/Cost Effectiveness" criteria on page 7 below. Please note the source and amount of all matching funds and the agency's plan to acquire additional funding as needed.

III. Budget Form with Detail (attachment 3)

Please use the attached Budget Form with Detail (Excel format) required by the State of Tennessee. Please see pages 10-13 for the budget instructions and an example. Note that some items require detailed descriptions. <u>Funding may be used for staff, travel, materials, supplies, related space and other direct costs</u>. There is a limit on indirect costs. No more than 5% of the federal share and 10% of the grantee share can be allocated to indirect costs. The Budget detail should show how each line item cost was calculated and the specific purpose of the line item.

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Applicants may apply for a minimum of **$5,000** up to a maximum of **$40,000** to support priority areas i-iv for the period January 1 to December 31, 2021. A **50% match (non-federal)** – cash or in-kind – of the total budget is required. For example, an applicant requesting $5,000 in federal funds through this application must provide $5,000 in matching funds, which is 50% of the program total cost of $10,000 ($5,000 federal + $5,000 match). Please describe the source of all matching funds.

IV. Performance Measure Worksheet (attachment 4)

Successful applicants must address at least one of the program priority areas (i-iv) in section II above and **must submit a completed Performance Measure Worksheet** that identifies aligned performance measures (output paired with outcome) along with need, inputs, intervention, and tracking tools that correspond to the selected priority area(s). Refer to attachment 4 for the Performance Measure Worksheet and Appendix 3 for instructions on Performance Measures. To track the number of volunteers and volunteer hours, **all applicants should use either G3-3.1/G3-3.7 with G3-3.4/G3-3.10** (for situations where the Volunteer Center recruits volunteers but other agencies manage them), **or G3-3.2/G3-3.8** (for situations where the Volunteer Center directly manages the volunteers) in combination with area-specific performance measures. In particular, applicants should consider using performance measure pairs:

- o G3-3.1/G3-3.7 for priority i;
- o ED1/ED5 and/or ED1/ED10 for priority ii;
- o D1/D4, D1/D5, D2A/D6A, D2B/D6B, and/or D3/D7 for priority iii; and
- o ED1/ED5, ED1/ED6, ED1/ED7, ED1/ED9, ED1/ED10, ED1/ED11, ED1/ED23, and/or ED1/ED27 (Education) and/or O1/O9, O1/O10, O1/O11, O1/O12, and/or O2/O13 (Economic Opportunity) for priority iv.

If your application proposes to address more than one priority area, please complete a separate Performance Measure Worksheet for each priority. You may use applicant-determined performance measures that are consistent with the format in the Performance Measure Worksheet and that have specific outputs paired with outcomes.

V. Assurances and Certifications (attachment 5)

Please read carefully the enclosed Assurances and Certifications (attachment 5). This will be included in your final contract as part of the commitment. **Please note: This form must be signed by an authorized official from your agency who has legal authority to make the assurances and certifications.**

VI. Completed Financial Management Survey (attachment 6)

Your financial officer or other qualified staff must complete and sign the Financial Management Survey (attachment 6). Be sure to include all supporting documents requested in the Survey.

VII. Most Recent Audit

Please submit an electronic copy of the agency's **most recent audit.** This information will be used to assess organizational capacity and cost effectiveness of the program proposed.

Funding Criteria

The Volunteer Tennessee Review Team will evaluate proposals based on the following criteria:

Program Design (60%)
- ▪ Well-documented compelling community need(s).
- ▪ Well-designed activities with measurable outputs and outcomes that meet community needs.
  - o Plan to support the First Lady's Tennessee Kids Serve Summer Challenge;

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- o Plan to provide K-3 reading success and/or college readiness;
- o Plan to provide COVID-19 pandemic or other disaster response; and/or
- o Plan to support Education and Economic Opportunity in Distressed Counties.
- Plan to engage national service programs in activities, as appropriate.
- Strategically advances national and community service in Tennessee.
- Ability to provide or secure effective technical assistance.
- Clear and measurable performance measure outputs and outcomes.

Organizational Capacity (25%)
- Track record of effectiveness.
- Ability to provide sound programmatic and fiscal oversight.
- Sound track record in the issue area(s) to be addressed by the project.
- Well-defined roles and well-designed plans for staff and administrators.
- Sound track record of single program contact person or strong qualifications for new point person.
- Well-designed plans or systems for self-assessment, evaluation and continuous improvement.
- Sound track record in timely reporting and proper invoice submission.

Budget/Cost Effectiveness (15%)
- Adequate budget to support program design, including 50% match from non-federal sources.
- Commitment of applicant organization/host agency to securing resources for program implementation and/or sustainability.
- Cost-effective within program guidance.
- Sound federal/state grants monitoring track record with few or no findings.

The Review Team will use the application and other relevant documentation in its review.

Accompanying Documents and Forms to this Notice
Attachments
2. Volunteer Center Title Page
3. Budget Form with Detail
4. Performance Measure Worksheet
5. Assurances and Certifications
6. Financial Management Survey

Appendices
1. Tennessee 2019-2021 State Service Plan
2. Tennessee AmeriCorps Program Directory (List of AmeriCorps programs in Tennessee)
3. Volunteer Center Performance Measure Instructions

Additional Information about this Notice
To learn more about this funding opportunity, visit the Funding Opportunities page on Volunteer Tennessee's web site www.volunteertennessee.net. For any questions, please contact Volunteer Tennessee at Volunteer.Tennessee@tn.gov.

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2021 Reporting Requirements

Financial reports are due quarterly. Invoices may be submitted as frequently as monthly and can serve as the required financial report. A mid-year progress report is also required. A final progress report will be due with closeout documentation.

Report	Period	Due Date
• **1st Financial Report**	January 1– March 31, 2021	April 15, 2021
• **2nd Financial Report**	April 1 – June 30, 2021	July 15, 2021*
• **Mid-Year Progress Report**	January 1 -June 30, 2021	July 15, 2021
• **3rd Financial Report**	July 1 – September 30, 2021	October 15, 2021
• **Final Financial/Progress Report**	October 1 – December 31, 2021	January 14, 2022**

Final reports include the 4th Financial Report (any expenses and match not reported earlier) and a Progress Report for the entire grant period summarizing progress through December 31, 2021.

*The State of Tennessee's fiscal year begins on July 1. As a result, grant recipients may need to submit an accrual memo for any anticipated expenses within Period 2 (April 1-June 30, 2021) that will not be invoiced by July 1, 2021.

**Final progress (not financial) report may be due earlier as part of continuation funding application.

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<u>Volunteer Center Grant Funding Timeline: 2020-2021</u>

August 7, 2020   Notice of Funding Availability and Application Instructions released.

August 21   Application Technical Assistance Session at 10:00 a.m. CDT – Webinar.

September 8   Grant Applications due to Volunteer Tennessee by 3:00 p.m. CDT.

September 9   Staff and Review Team receive applications for review.

September 23   Review Team scores due to Volunteer Tennessee.

September 25   Staff review complete, including recommendation to the Volunteer
                      Tennessee Executive Committee.

September 29   Executive Committee conference call to make funding decision.

**September 30   Inform applicants of funding decision and provide application
                      feedback to funded organizations if changes are needed.**

October 1-5   Develop contracts.

October 2   Acceptance of funding due to Volunteer Tennessee via e-mail and
                      required changes completed by funded organizations.

October 6   Agency contracts distributed to funded organizations for signature.

October 13   Signed agency contracts due to Volunteer Tennessee.

October 16   Volunteer Tennessee Board confirms Grant funding decision.

January 1, 2021   Contract Start Date.

December 31, 2021   Contract End Date.

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GRANT BUDGET INSTRUCTIONS AND EXAMPLE

The Grant Budget and budget line-item detail information must be sufficiently specific to accommodate proper controls and expenditure reviews. All line-items are required. In line-items that WILL be funded, replace the zeros ("0.00") associated with each line-item as appropriate. If a line-item will NOT be funded, leave the associated, "0.00" dollar amount.

PERSONNEL line-items— DETAIL REQUIRED— "Salaries"; and "Benefits & Payroll Taxes"— may be combined into one line-item with one total as follows; however, each staff member should have a separate line in the budget line-item detail tab:

1, 2	Total Personnel	0.00	0.00	0.00
	Salaries			
	Benefits & Payroll Taxes			

PROFESSIONAL FEE/ GRANT & AWARD line-item— DETAIL REQUIRED—If this line-item is funded, attach to the grant budget a schedule providing specific, back-up detail and reference the detail schedule in the line-item (use the line-item detail model as appropriate).

If the grant provides for service unit/milestone rate payments (in which the payment rates are equal to the amount that the State has determined to be the reasonable and necessary cost for the associated unit or milestone), specify each service unit/milestone in the Professional Fee/ Grant & Award line-item detail schedule (clearly explain the unit/milestone of service and the associated rate).

NON-PERSONNEL line-items— DETAIL REQUIRED— "Supplies"; "Telephone; Postage & Shipping"; "Occupancy"; "Equipment Rental & Maintenance"; "Printing & Publications"; and "Travel/ Conferences & Meetings"— should be described by line-item in the budget line-item detail tab as follows:

	Non-Personnel	0.00	0.00	0.00
5	Supplies			
6	Telephone			
7	Postage & Shipping			
8	Occupancy			
9	Equipment Rental & Maintenance			
10	Printing & Publications			
11, 12	Travel/ Conferences & Meetings			

INTEREST line-item— DETAIL REQUIRED— If this line-item is funded, attach to the grant budget a schedule providing specific, back-up detail and reference the detail schedule in the line-item (use the line-item detail model as appropriate).

DEPRECIATION line-item— DETAIL REQUIRED— If this line-item is funded, attach to the grant budget a schedule providing specific, back-up detail and reference the detail schedule in the line-item (use the line-item detail model as appropriate).

OTHER NON-PERSONNEL line-item— DETAIL REQUIRED— If this line-item is funded, attach to the grant budget a schedule providing specific, back-up detail and reference the detail schedule in the line-item (use the line-item detail model as appropriate**). For all staff included in the budget (federal share or grantee participation) who will have contact with vulnerable populations, please include costs of background checks per** http://www.nationalservice.gov/sites/default/files/documents/fy13_12_1005_48.pdf.

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CAPITAL PURCHASE line-item— This line-item is not allowed for Volunteer Center grants.

INDIRECT COST (ADMINISTRATIVE COST) line-item— Optional: add percentage associated with this line-item as necessary (e.g., 5%). Delete the instruction, "[(PERCENT)]" from the budget if a percentage is not detailed.

TOTAL line-item— The Grant Contract (federal share) column total <u>must</u> equal the maximum liability of the Grant.

DETAIL INFORMATION— The attachment of detail information for selected line-items is required (as detailed above).

DO NOT include the reference, "(detail attached)" in a line-item:

- that is NOT funded; and
- for which no detail is required or attached.

It is optional to add detail information to further define ANY line-item by attaching to the grant budget a schedule providing specific, back-up detail <u>and</u> referencing the detail schedule in the subject line-item (use the line-item detail model as appropriate).

NOTE— Budget line-items described with the terms: "*contracts*," "*contracted services*," "*other*," "*professional services*," or "*miscellaneous*" will NOT be approved unless sufficiently specific explanatory information is detailed <u>in the budget</u>.

GRANT BUDGETS MUST BE <u>TYPEWRITTEN</u>.
REFER ALSO TO THE EXAMPLE GRANT BUDGET ON THE FOLLOWING TWO (2) PAGES.

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ATTACHMENT 1 - EXAMPLE
GRANT BUDGET - EXAMPLE

GRANTEE: **TN Hospital Association**

PROGRAM AREA: Critical Access Hospital Program

Refer to Department of Finance and Administration Policy 03, Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A for further definition of each expense object line-item in the model budget format. Policy 03 can be found on the Internet at: http://www.state.tn.us/finance/rds/ocr/policy03.pdf

THE FOLLOWING IS APPLICABLE TO EXPENSE INCURRED IN THE PERIOD: 1/1/21 through 12/31/21

POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY (detail schedule(s) attached as applicable)	GRANT CONTRACT	GRANTEE MATCH	TOTAL PROJECT
1	Salaries	$70,000.00	$70,000.00	$140,000.00
2	Benefits & Taxes	$31,500.00	$31,500.00	$63,000.00
4, 15	Professional Fee/ Grant & Award (detail attached)	$198,300.00	$198,300.00	$396,600.00
5	Supplies	$1,000.00	$1,000.00	$2,000.00
6	Telephone	$500.00	$500.00	$1,000.00
7	Postage & Shipping	$150.00	$150.00	$300.00
8	Occupancy	$2,000.00	$2,000.00	$4,000.00
9	Equipment Rental & Maintenance	$2,000.00	$12,000.00	$14,000.00
10	Printing & Publications	$780.00	$2,780.00	$3,560.00
11, 12	Travel/ Conferences & Meetings (detail attached)	$12,000.00	$0.00	$12,000.00
13	Interest (detail attached)	$0.00	$0.00	$0.00
14	Insurance	$0.00	$0.00	$0.00
16	Specific Assistance To Individuals	$0.00	$0.00	$0.00
17	Depreciation (detail attached)	$0.00	$0.00	$0.00
18	Other Non-Personnel (detail attached)	$0.00	$0.00	$0.00
20	Capital Purchase (detail attached)	$0.00	$0.00	$0.00
22	Indirect Cost	$0.00	$0.00	$0.00
24	In-Kind Expense	$0.00	$0.00	$0.00
25	**GRAND TOTAL**	$318,230.00	$318,230.00	$636,460.00

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LINE-ITEM DETAIL FOR: PROFESSIONAL FEE/ GRANT & AWARD	GRANT CONTRACT	GRANTEE MATCH	AMOUNT
Network Consulting for Hospital Feasibility Study, 10 hospitals @ $10,000 ea.	$50,000.00	$50,000.00	$100,000.00
Market Analysis Tool, upon completion, 383 hours @$200.00	$38,300.00	$38,300.00	$76,600.00
Emergency Medical Service, Training and Education, 10 hospitals @ $12,000.00 ea.	$60,000.00	$60,000.00	$120,000.00
Community/Patient Satisfaction Survey, 10 hospitals @ $10,000 ea	$50,000.00	$50,000.00	$100,000.00
TOTAL			$396,600.00

LINE-ITEM DETAIL FOR: Travel Conferences/Meetings	GRANT CONTRACT	GRANTEE MATCH	AMOUNT
Rural Health Policy Institute, 10 registrations @$200.00	$2,000.00	$0.00	$2,000.00
Routine Travel, 10 staff 425 miles each x $0.47	$2,000.00	$0.00	$2,000.00
Consultants, 8 Trips to Nashville @ $1,000.00 ea.	$8,000.00	$0.00	$8,000.00
TOTAL			$12,000.00

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